

# **APPLICATION INSTRUCTIONS IMMEDIATE NEEDS ASSISTANCE PROGRAM**

**FY 2012/2013 EDITION**

**ALL OTHERS ARE OBSOLETE AND WILL NOT BE ACCEPTED**

**RELEASE DATE: AUGUST 21, 2012**

**Applications Must Be Typed In Entirety - No Applications With Any Handwritten Entries Will Be Accepted Excluding Signatures and Check boxes**

**DUE: MONDAY, SEPTEMBER 10, 2012 BY 4:00PM**

The Immediate Needs Assistance Program (INAP) is a pilot program created by the City in an effort to transition from HPRP (which has expired) to the new Emergency Solutions Grant program. The initial contract period between the City and Subrecipient is for 6 months, with a required 3 month progress report.

The City is creating a direct client services model, where the City can refer clients directly to the non-profits who receive this funding for immediate assistance. The INAP Grant is administered by the Parks, Recreation and Neighborhood Services Department, utilizing \$700,000 in 9% RDA Set-Aside funds. It is the City's intent that clients move in a stream less fashion from homeless to housed in a short time frame.

All applications must be submitted utilizing Zoomgrants. No paper applications will be accepted. Please go to the City's website at [www.lasvegasnevada.gov](http://www.lasvegasnevada.gov) click on I want to apply for: grants, and then to the INAP link.

**ONLY non-profit agencies, public or private, with current 501(c) non-profit status, providing assistance to the homeless are eligible to apply for ESG funds.**

**NOTE: No applications will be accepted after the Monday, September 10, 2012 (4:00 pm) deadline specified in the publicly advertised Notice for Applications (NFA).**

## **GENERAL INFORMATION**

### **PURPOSE & USE**

The purpose of the grant is to assist those people who are suddenly in a crisis through no fault of their own. The City realizes that there is a need for people who, through immediate assistance, would be able to sustain the housing they are in or be placed into housing and stabilize within a short timeframe (1 to 6 months).

The Assistance can be used to pay for rent, security deposits (non-refundable), utility deposits and payments, utility and rental arrears (maximum 2 months), and /or costs associated with moving. It may also be used for essential services such as birth certificates, work cards, NV ID, and bus passes.

### **APPLICATION ASSISTANCE/TECHNICAL ASSISTANCE**

There is **one mandatory** application workshop to be held in conjunction with the Emergency Solutions Grant (ESG) on August 21, 2012 from 1:30pm– 3:30pm. If you do not attend, you may not apply for this funding.

## **APPLICATION PREPARATION**

**Alteration of any application forms will result in disqualification of application.**

The Application should have no more than 25 pages when complete.

***All forms (attachments & exhibits) must be completely filled out according to instructions, and all information must be uploaded on to Zoom Grants in order for the application to be accepted.***

If an area does not apply, state N/A, do not leave a question blank.

- All Exhibits and Attachments must be typed and single sided.
- All Exhibits and Attachments must be letter size, (8 ½ x 11).

The Board President or other person authorized by the Board must sign all Certifications. To authorize individuals other than the Board President to execute the application, the Signatory Authority block on the Certification of Application Form must be completed and signed by the Board President. Failure to complete Signatory Authority in an application signed by someone other than the Board President will render the application unacceptable.

**ACCEPTANCE OF TERMS:** By submitting an application, the applicant accepts all terms, conditions and requirements of this Application. The applicant's proposal will become part of the grant agreement in the event the applicant is awarded funds. The applicant will be bound by what is in the proposal, unless otherwise approved in writing by the City of Las Vegas. **Applicant understands and accepts that the most restrictive conditions may apply.**

The applicant's proposal and other materials submitted in response to the application process becomes the property of the City of Las Vegas and may be returned only at the City's discretion. Applications are public documents and may be inspected or copied by anyone after they have been reviewed and rated and approved for funding by the City Council. Financial statements included in the application may also be considered public information.

**The City takes no responsibility for content, or any incomplete submissions. All costs of responding to this Request for Proposal are the responsibility of the applicant.**

### **APPLICATION COMPONENTS:**

There are two categories for funding: rental/moving assistance and essential services. If an agency does not offer essential services, they will need to partner with another agency that does. In the event that a partnership is established for the purposes of submitting the grant, the agency providing the rental/moving assistance will be the "Lead Agency".

Administration is limited to 20% of the grant – all case manager salaries must come from the Admin pot. (\$140,000).

Agencies that apply for funds must be able to utilize INAP funds in a timely manner. In addition, reporting accurate information is extremely important for Subrecipients. The pilot program is for an initial six months, with a mandatory three month evaluation. Clients will need to be tracked in the following areas:

- Immediate Assistance (1 month rent and up to 2 months of arrears)
- Short Term (up to 60 days assistance)
- Medium Term (up to 120 days assistance)
- Extended (up to 180 days assistance)
- Essential Services (# of clients assisted)

### **FINANCIAL REQUIREMENTS:**

Agencies that earn less than \$199,999 per year must submit both their most recent IRS accepted 990 and six (6) months of bank statements (January 2012 – June 2012). All other agencies must follow the Audit Requirements under the Attachments and Exhibits Explanation section of these instructions.

## **APPLICATION INSTRUCTIONS**

**ALL ATTACHMENTS AND EXHIBITS MUST BE TYPED.** Handwritten applications will be disqualified and will be returned to the applicant. Any additional documents submitted must be on white 8 ½ x 11 paper. **All forms with the exception of the Performance Measures Form, are intended to be one page only. Scanned forms must be legible, or will not be accepted.**

### **PERFORMANCE MEASURES – Must document client's outcomes**

This form documents and describes the program's outcomes, major tasks, outputs, and outcome measurements for the fiscal year. For multiple Outcomes, copy Outcomes and paste them underneath each other, rather than submit three or four separate documents. The Outcome numbers may be changed as needed. The forms are designed to expand.

Please be very specific and state the steps clients will take to achieve success from their participation in the program for which funds are requested. State the Outcome in the box with the # and an explanation in the box under it. Housing clients are to be counted by number of households. Single clients are a household as are families.

### **PROGRAM BUDGET FORM (Excel Spreadsheet Attachment #2)**

Complete this form for the total program budget for which funds are requested. **All amounts must be rounded up to the nearest dollar. Do not use cents.**

**Expense Categories** – Please complete each applicable line item. If a category listed does not match the agency's categories, the lines titled "**Other**" may be used. Applicants may erase the words in the "Other" category and identify the proper funding source, if required.

**Column A – Expense Category** Please list all expenses in the appropriate space. If explaining an "other" line item, please identify the item, do not leave it as "other". None of the funds may be distributed to the clients; everything must be paid directly to the source.

**Rapid Rehousing:** This is the total of rent and arrears anticipated to be used for the proposed number of households.

**Rent:** Anticipated rent to be used per client for a period not to exceed six months – cannot exceed current FMR for the family size (do not over house).

**Arrears:** Funds may be used for up to 2 months of back rent if the client is currently in the unit or is required to move.

**Move In Assistance:** Funds may be used to assist the client to move into a unit. All deposits must be non-refundable.

**Utility Deposit/Utility Payment (client):** Funds may be used to pay for utility deposits and payments for electric, gas and water.

**Security Deposits:** Deposits must be non refundable and cannot exceed more than two (2) month's rent.

**Rental Application Fees:** Funds may be used for reasonable credit check and application fees.

**Essential Services:** Funds may be used to obtain ID's, birth certificates, Social Security cards, work cards and bus passes for the clients to use to go to the various offices to receive same. Funds must be paid directly to the service site.

### **Administration & Operating**

**Personnel Services:** This is the total staff cost to administer the program.

**Salaries and Fringe Benefits:** This is the total cost including fringe benefits for all personnel. Executive Directors may only charge time spent on direct program benefits, such as Case Management, Class Instruction, etc.

**Utilities:** Electric, Water, Sewer, Gas

**Telephone:** Cost of telephone/fax service

**Rent:** Building or Offices

**Supplies:** Necessary supplies

**Office Supplies:** May not exceed \$250 per staff member (ex. 5 employees x \$250 = \$1,250) this area is for office supplies only.

**Postage:** Cost of stamps and mailing

**Bookkeeping/Accounting:** Cost of service. **NOTE:** CPA who audits agency may not perform bookkeeping services, as this would constitute a conflict of interest.

**Consultants/Trainers:** Cost of Instructors, classes, seminars or materials for clients

**Audit:** CLV percentage of agency program budget will determine the amount an agency may charge for audit costs

**Payroll Services:** Cost for Service paid by the agency

**Liability Insurance:** Cost of coverage

**Printing:** Cost of brochures, and copying

**Legal:** Cost of Attorney or legal service n/a

**Travel:** Includes mileage and trips for training

**Conferences & Seminars:** Cost for employees to attend. (Out of state must be pre-approved by City)

**Staff Training:** Costs of classes, tuitions, books, etc. for personnel

**Other:** Costs that would not fit in any other category (specify)

**Column B Total Program Budget** – The total cost for the program. If the program has several components, and INAP will only pay for a portion, Column B must reflect the entire program budget.

**Column C City INAP Portion** – Represents the amount or gap funding needed to fill the budget shortfalls. A budget gap is created when the agency does not have enough resources to pay for an item. INAP is intended to fill gaps in the budget for eligible expenses.

**Column D Agency Funds and In-Kind** – *Non-grant* revenue the agency receives for the program, i.e. private funds, program fees, donations, etc. These are not other federal/local/state funds received from other sources. Agency may include up to 25% of In-Kind in this column, which must match the In-Kind form, and be broken out in the table beneath the Budget Form.

**Column E Other Federal Funds** – Federal Funds applied for or awarded for the program, i.e. other CDBG, ESG, HOME, Title XX, Department of Labor, Other HUD funds, FEMA, etc.

**Column F State and Local Grants** – State grants or other Local funds for the program such as Workforce Investment Programs, Welfare to Work, etc.

**Column G Foundations and Other Public Funds** – Revenue from foundations, private grants, endowments, etc.

**Note: Columns C through G must add across to equal the amount listed in each applicable line item in Column B.**

**PLEASE NOTE:** No Executive Director may charge 100% of their time to any combination of Federal Funds per HUD Regulations and OMB Circulars. Executive Directors may only charge time spent on direct program benefits, such as Case Management, Class Instruction, etc. Fund raising activities may not be charged against this Grant. Please note the City will not reimburse for Federal Unemployment Taxes. Agency staff is not to be considered as consultants or independent contractors. Per IRS rules and regulations staff must have all proper taxes and deductions subtracted from their checks. No member of the Board of Directors may be paid as staff with these funds.

#### **CERTIFICATION FORM (2 PAGES – Attachment 1)**

This form, which documents compliance with the Civil Rights Act, Americans with Disabilities Act, and Eligibility to Participate, is required by HUD. (For example, a debarred contractor could be a non-profit agency, a construction contractor, or a consultant who has been barred from receiving Federal funds.) This form further documents compliance with the Certification of City of Las Vegas Affiliation, and confirms whether any member of the organization, paid or volunteer, has an affiliation with the City of Las Vegas. The Board President or the designee must sign this form. Please type the name of the person who will be signing the form.

This Form also certifies that the Board of Directors is aware of and supports the application for funding. Additionally, this form specifies who has signature authority. A non-agency mailing address for the President of the Board of Directors must be provided in the space provided on this form. The Board President must sign this form. In addition, please type the name of the person who will be signing the form where it says "type name here". This form also certifies that no changes in the agency's IRS Non-profit designation has occurred.

### **Attachment and Exhibit reminder**

All forms must be uploaded onto the Zoom Grants site. Do not change the format of the Attachments, and submit them in the Microsoft Program in which they are posted: Word or Excel. The Certification Form (Attachment #1) must be signed and scanned as a PDF file. With the exception of the Certification and Performance Measures Forms, the Excel Attachment documents are meant to be one page.

Exhibits must be scanned and uploaded. Most will be PDF format, however, if the system allows you to upload them in Word that is acceptable.

There are checks and balances throughout the Zoom Grant application. The system will not allow an incomplete application to be submitted.

PLEASE NOTE: The software does not check for quality, accuracy, or review the information submitted, so please print the application prior to submittal to ensure completeness of the information you have provided.

You may make changes up until the deadline, even after hitting submit. Do not wait until the last moment to submit, as the City is not responsible for any computer/internet errors that prevent you from making the deadline. No late applications will be accepted.

### **Secretary of State and CLV Business License Explanation:**

In order to apply for CLV funds, all agencies must be in Good Standing with the Nevada Secretary of State's Office, and must have a current City of Las Vegas Business License for the programs for which they are applying, by the close of the application period in addition to being in compliance with the IRS 990 submittal requirements. **This will be verified by PRNS staff.** Agencies that cannot comply with these criteria will not move forward for funding consideration.

## **REQUIRED EXHIBITS EXPLANATION**

**Documentation of Non-profit status:** All CDBG-PS applicants must show proof of current non-profit status. This is done by submitting a copy of the letter from the Internal Revenue Service (IRS). No pending status will be accepted. Letters must be ***legible*** to be acceptable. If the letter is more than 10 years old, please request an updated one from the IRS. Letters more than 10 years old will not be accepted. Please call the IRS Exempt Organizations Div. at 1-877-829-5500 to request a free copy.

**Operating Budget:** Submit a copy of the entire agency's Current Operating Budget with revenue and expenditures.

**Audits:** All applicants must submit an audit (A-133 Audit, Audited Financials, or an Annual Certified Financial Statement). Except for A-133 Audits, Audits may not be older than FY 2011. Applicants **must submit** one of the following with their application:

**A-133:** Organizations that expend \$500,000 or more in previous year in federal awards shall have a single or program specific audit (**A-133**) conducted for that year. A copy of your most recent A-133 must be attached. No A-133 Audit over 2 years old will be accepted.

**Audited Financials\*\*:** Agencies with revenue of \$200,000 - \$499,999 must submit Financial Statements audited by a CPA. This means that a CPA has audited the agency's records in accordance with generally accepted accounting practices and procedures, and provided a hard copy. Audit must not be over 2 years old and must include management letters.

**Annual Certified Financial Statement (ACFS):** Agencies with revenue less than \$199,999 must submit an ACFS, in addition to their IRS stamped copy of their most recent IRS 990 form. This is the lowest threshold criteria and will only be accepted from those non-profits who can document that they did not qualify for an A-133 or regular audit. Annual Certified Financial Statements (ACFS) **must be certified** (signed and dated) by the Treasurer and the Board President, must be for 2009, must include the ACFS Statement below and include a balance sheet and profit and loss statement for the previous year. To obtain an IRS stamped copy of your submitted 990, go to [www.guidestar.org](http://www.guidestar.org).

In addition, agencies with revenue less than \$199,999 must also submit a copy of their **IRS accepted Form 990** for the previous year, **and** **6 months of Agency bank statements** (January 2012 – June 2012)

Annual Certified Financial Statements must have the following statement: "We, the undersigned, as Executive Director and Treasurer of (Name of Agency), hereby certify that, to the best of our understanding and knowledge, the attached Financial Statements fairly and accurately represent the financial condition and operations of this organization."

\*\*The City has implemented the following audit policy: Any agency that expends between \$200,000 – \$499,999 in federal funds during the calendar year will be required to have a CPA Audited Financial Statement. The funds expended may be from one or multiple federal sources. If allowable by program regulations, the City may only pay for the portion of the audit, which represents the percentage of City federal funds in the program budget.

**Board of Directors:** Submit a copy of the most recent list of the entire Board of Directors.

**Articles of Incorporation:** Submit the articles in their entirety. Please note the **entire** Articles of Incorporation must be legible to be acceptable.